

KRIS W KOBACH  
Secretary of State



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[www.sos.ks.gov](http://www.sos.ks.gov)

## STATE OF KANSAS

### Vacancy Announcement

**Position title:** Proofreader/Editor's assistant  
Administration Division

**Division:** Secretary of State

**Type of position:** Part-time

**Hours: Flexible**  
(20 hours per week)

**Responsibilities:** Proofread original regulations submitted by state agencies for filing. Compare information or figures on one record against same data on other records, or with original copy, to detect errors. Enter information into computer system. Maintain filing system. Answer telephone inquiries and assist customers. Research customer inquiries. Assume duties of editor in editor's absence. Assist others in the agency as requested.

**Preferred Education:** High School Diploma or Equivalent; Some College

**Preferred Skills:** Accuracy; Dependability; Consistency; Attention to detail; Self-motivation; Computer skills

**Salary:** \$8.60 per hour

**Contact:** Christy Myers at 785-296-2034 or visit our web-site at [www.sos.ks.gov](http://www.sos.ks.gov) and download an application.

**Application deadline is February 14<sup>th</sup>.**